



September 30, 2013

JOB REQUISITION # G1327

**Job Title:** Security Guard

**Department:** Maintenance

**Shift:** Sat 12AM – 6AM/12 hr weekend nights (30 hrs)

**Starting Rate:** \$10.59

**Rate when Trained:** \$11.11

**Responsibilities in this existing vacant position include, but are not limited to:**

- patrol buildings and grounds of the Guilford and Sauter facilities to search for hazards, emergency situations, vandalism, and unauthorized visitors
- examine doors, windows, and gates to ensure that they are secure
- register at watch stations to record time of inspection trips
- report noncompliance with safety
- integral part of emergency evacuations
- perform eyewash station cleaning & other safety inspections
- maintain first aid and CPR certification; perform those functions in the event of an emergency situation
- assist guests and visitors to the company apartments
- use personal vehicle to travel to and from the Guilford and LG Sauter facility on a regular basis
- work cooperatively with others to prioritize tasks and accomplish goals
- communicate effectively with employees and management
- read water meters
- snow removal in walkways and/or primary entrances & exits
- light housekeeping tasks (vacuuming, dusting, cleaning windows)
- special projects as needed
- perform miscellaneous duties as necessary
- follow safe work practices
- participate in LEAN, safety and other sustainability initiatives
- maintain environmental standards and support ISO 14001 initiatives

**Knowledge, Skills and Abilities:**

- must possess and maintain a valid driver's license
- the ability to work independently
- ability to make decisions based upon company policy and sound judgment
- good communication skills and the ability to write clear reports regarding incidents and daily routines
- ability to communicate professionally with local police and emergency officials as required
- proven ability to work with and around confidential information
- must be able to prioritize duties and maintain schedule requirements
- ability to work overtime and cover other security shifts as needed (i.e. holiday, vacation)
- computer skills
- must be cooperative and willing to learn new responsibilities
- must have strong attention to detail
- must have a high school graduate or equivalent
- must be dependable, punctual, and adhere to attendance policy
- must adhere to all company safety policies and procedures

**Preferred Skills & Experience:**

- previous security experience preferred

In order to support professional growth, it is a practice of True Textiles, Inc. to hire internal candidates to fill open positions when those candidates are as qualified as all external applicants.

True Textiles, Inc. is an equal opportunity employer.

**Physical Demands:**

- ability to lift up to 50 lbs
- frequent pushing, pulling of carts, reaching at torso level required to perform safety inspections
- auditory acuity and 20/40 corrected vision for near vision work
- must be able and willing to climb stairs and ladders
- frequent walking, standing, bending, twisting, reaching, stooping, and crouching
- the ability to wear a filtering face piece (dust mask) as needed
- must be able to read, write, and have basic math skills
- must be able to work in varying temperatures within manufacturing areas

Interested Associates and applicants must submit a job interest form or résumé to the human resources department no later than 4:00 P.M. on Monday, October 7, 2013. Positions will be filled as soon as possible.